



USDA Forest Service 2011 Temporary Employment

Thank you for your interest in temporary employment with the USDA Forest Service. You may apply online at <https://www.avuedigitalservices.com>.

For Student opportunities go to the Northern California Consortium website at <http://www.fs.fed.us/r5/ncc/>
For other government jobs go to the Office of Personnel Management website at <http://www.usajobs.opm.gov>

What you can expect when applying online are:

- You receive e-mail notification on the status of your application.
- An e-mail account can be established when you create your profile.
- You can make changes to your personal information at any time.
- Your personal information is applied automatically to each announcement you apply for.
- You can attach electronic documents, i.e. transcripts and DD 214.

Once you establish your profile, you'll be able to apply for future Forest Service positions that become available.

If you would like assistance identifying the correct announcement number to apply to, or information on specific forests and AVUE locations, please call the Forest Civil Rights Officer contact for that forest.

STEP-BY-STEP PROCESS FOR APPLYING USING AVUEDIGITALSERVICES

You will need to go into the Avue link and set up a profile and apply. Your profile is like a detailed resume.

The following is the link for AVUE (Forest Service's application process)

TO VIEW AVUE: <https://www.avuedigitalservices.com>

To Apply:

1. Go the website above and click on the logo to enter
2. Log in if you have an account, if you do not, you will need to register by clicking on the "Sign Up!" link (found above the log in box)
3. Fill out the registration and click on "Save This Information" at the bottom of the screen
4. Select "Career Portfolio" (fifth tab to the right on the top)
5. You will be prompted to respond to questions – make sure you scroll to the bottom of each screen and click on the "Save This Information" option. Screens will include personal information, applicant information, work history, eligibility, references, education You will see them listed on the right hand side of your screen.
6. When you complete the profile – select "Apply For Jobs" (second to last on the right handed list)

7. A screen with a map of the United States should appear. Select “Search by Filters” (above the map)
8. Enter the series for the position you want to apply to (refer to the attached list which shows Series in the 3rd column. The Series is the numbers following the GS. The grade follows the series)
9. Do the same for the grade, except you have to enter a range for the position. Example – the position title Forestry Aide is series 0462 and grade 03.
10. Skip “Job Titles” and move on to agencies, where you will select USDA Forest Service
11. Click on “Find Jobs” at the bottom.
12. A listing will come up. Select the position you want by clicking on the title (i.e. Forestry Aide (FIRE)).
13. Information about the position will be displayed on the screen. To apply, select “Apply Now” found on the right hand side of the screen. It will take you through a similar process as you did for creating your profile. (Note the red highlighted – mandatory items listed on the right – these are the screens you will need to go through).
14. Make sure you review each screen/page and **save**.
15. Once these are completed you will submit your application by clicking “Send Application” and two additional screens will come up. The 1st identifies errors that may be in your application, if no errors appear, select “Continue and Send Application” (at the bottom). Then a Certification Statement will show up you must read it and click “OK”. This means that you are saying the information you are going to submit is accurate. If you do not click on the Certification Statement your application will **not** be considered.
16. You are done – Good Luck

The USDA Forest Service is an Equal Opportunity Employer

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, marital status, family status, status as a parent (in education and training programs and activities), because all or part of an individual's income is derived from any public assistance program, or retaliation. (Not all prohibited bases apply to all programs or activities.) If you require this information in alternative format (Braille, large print, audiotape, etc.), contact the USDA's TARGET Center at (202) 720-2600 (Voice or TDD). If you require information about this program, activity, or facility in a language other than English, contact the agency office responsible for the program or activity, or any USDA office. To file a complaint alleging discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call Toll free, (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). The USDA is an equal opportunity provider and employer.